

Flow Cytometry Interest Group (FCIG) Steering Committee minutes- 10-13-05
As recorded/guessed at by Randy Fischer

Attendees: Randy Fischer, Susan Sharrow, Bill Telford, Stephen Haley, Rajeev Agarwal, and David Stephany. Absent but part of the committee: Jim Simone, Barbara Taylor, Linda Weaver, and Karen Tamul.

The initial agenda of topics was as follows:

1. To finalize the steering committee.
2. Establish bylaws.
3. Web site.
4. Misc items (e.g. having a consortium of flow facilities, number of instruments and their in-charge, etc).

The steering committee was decided on as those who had expressed their desire to be part of it through verbal and e-mail contacts to either Rajeev or Bill.

It was decided the by laws would be modeled after those of other NIH organizations and after the by-laws of the Chesapeake Cytometry Consortium (CCC). Bill volunteered to get a copy of the CCC by-laws to Rajeev who volunteered to modify them to fit in with the aims of the FCIG. It was agreed that for the purposes of this interest group there would be no officers per se, but instead a rotating chair of the committee would be chosen to alleviate the extra work the position might entail.

Bill reported on the progress of the web site formation. He has been in contact with the webmaster in charge of the NIH IG sites (name-?????) who has provided a template for our website. It was decided that the opening page should have our statement of purpose as an interest group with a list of the steering group committee members on it and their contact information, as well as links to many resources. One of the links will be to a list of the flow facilities around campus, another to a resource registration page for core/users to list their machines and expertise, and other links. The address for the website is <http://www.nih.gov/sigs>.

New business was discussed starting with the idea of a survey of FCIG members to find out what machines and resources were available on campus. Bill reported Barb Taylor had volunteered to collate the information, and Rajeev mentioned he had been using an NIH resource that provided surveys and he would talk to Barb about it.

Finally, the next scientific meeting was discussed. It will be held on December 1, 2005, in the Lipsett Auditorium from 9:00am to 12:pm. Speakers will be asked to have their presentations available between 8:30am and 8:45am on a flash drive, and a business meeting will be held at the start of the meeting concerning the FCIG. The meeting theme will be centered around the Laboratory and Clinical Aspects of Cell Sorting with the emphasis on non-traditional sorting technologies. Bill volunteered to organize the meeting presentations. The talks will be about 30 minutes each with Q and A time and a

break. Lunch and coffee will be provided if a vendor volunteers. Rajeev will find out from events staff about the size and number of potential vendor tables that can be put around Lipsett. Sue Sharrow volunteered to be the RSVP contact for the meeting and keep a list of the responses help any vendors with supplying food.

Additional meetings were discussed and everyone was encouraged to think about a theme for a meeting in March.

Addendum: Rajeev has reported: "About the tables for the vendors. We can easily have 10 tables. They are like the one in Bldg. 10 cafeteria around 2.5 feet x 5 feet. We can have 2-3 tables either in the center or on the side for food and rest 7-8 tables for vendors."